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STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
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MICHAEL F. KELLY
COMMISSIONER

JAY BRADSHAW, EMT-P
DIRECTOR

**EXAMINATION COMMITTEE MEETING
TUESDAY, APRIL 21, 1998 - 9:30 TO 12:30 P.M.
MAINE EMS CONFERENCE ROOM, AUGUSTA**

1. Call to Order

- A. Introductions - N/A
- B. Assign timekeeper - Jacky Vaniotis
- C. Addition/deletions to the agenda
- D. White requested that a report on the National Registry statistics be included in this month's agenda.

2. Minutes

The committee reviewed the March 17, 1998, meeting minutes.

**MOTION: TO ACCEPT THE MINUTES OF THE MARCH 17, 1998, MEETING
(VANIOTIS; LEBRUN MOTION CARRIES).**

3. OLD BUSINESS

A. Examination Process/*Examination Administrators Manual*.

The committee continued work on the Exam Administrators Manual and covered the section *General Administrative Information*. Work will continue next month beginning with *Procedure for the Administration of Written Exams*.

B. Intermediate/Paramedic Skill Sheets-Revision

Work continued on the Intermediate and Paramedic skill sheets. J. LeBrun will provide written notes to complete the Intermediate skill sheets. The committee then continued work on Paramedic Cardiac Stations 1 and 2. Work to continue on the skill sheets at next month's meeting.

C. Data Collection/Review *Examiner Payment Record* Draft.

The committee reviewed the revised *Examiner Payment Record* and suggested the following additions:

- Add the station numbers to identify the pass/fail stations.
- Identify funds expended from general fund.
- Add a comments section.
- Have a separate section for identification and payment of the examination administrator.

D. *Practical Examination Rotation Record* - Update

J. LeBrun distributed copies of a rotation record and test results worksheet that was used at her recent practical exam. She stated that the sheet worked very well (by eliminating unnecessary tracking of completed exam skill sheets). Staff will redraft for comment at next months meeting.

E. Paramedic Exam-Update

D. White reported that all of the questions have been completed on the Paramedic exam and work continues on formatting the exam. The goal is to have a draft copy for consideration prior to next month's meeting.

F. First Responder-Examination Considerations - Not discussed - held over for next meeting.

G. Ambulance Attendant/Critical Care Examinations - No action taken - to be held over for next meeting.

4. New Business

A. National Registry

D. White reported that he had requested and received statistics regarding the First Responder and EMT-Basic National Registry exams. This information has been distributed to the Regional Coordinators and the Maine EMS Training and Education Coordinator for use in instructor quality assurance. D. White indicated that he plans requesting this information on a quarterly basis.

5. Next Meeting

A. Set agenda

The agenda for next months meeting will include:

Examination Process/*Examination Administrators Manual*
Intermediate/Paramedic Skill Sheets-Revision
Data Collection/Review *Examiner Payment* Draft
Practical examination rotation record. Review and comment
Paramedic Exam
B. Set Date and Time

The next meeting of the Maine EMS Examination Committee will be Tuesday, May 19, 1998 at 9:30 a.m. at Maine EMS in Augusta.

6. Adjournment

The meeting was adjourned at 12:45 p.m.

Respectfully submitted,

Drexell White